



City of Lemon Grove

Invites Applications for:

COMMUNITY SERVICES ASSISTANT

\$2,691.78 - \$3,271.91 per month

THE POSITION:

Under direct supervision, a **Community Services Assistant** performs a variety of routine and complex clerical, administrative, and marketing work in keeping official records, promotion and advertisement for special community events, adult programs and facility rentals; assisting the public with questions related to facilities, and special events. ***There is currently one (1) vacancy.***

Primary duties and responsibilities include, but are not limited to: managing facility rental calendars, reservations, showings, and registration; fielding inquiries and questions from residents in regards to community events, adult sports and programs, and facility rentals; calculating fees, deposits, and other related expenses for facility rentals; helping promote and advertise with use of all City facilities; registering residents for programs, providing information, coordinating classes; creating flyers promoting community events, adult sports and programs, and facility rentals; researching and writing articles about events and topics of interest for publication in newspapers, magazines, on websites and other marketing platforms; maintaining a file system for each facility, program, service the City offers to residents including registration information, credit card numbers, and contracts; performing general clerical duties including typing, mailing, copying, and maintaining department records; and performing other duties as assigned.

MINIMUM QUALIFICATIONS:

This position requires high school graduation or its equivalent; two (2) years of increasingly responsible related experience, preferably in the customer service, communications or marketing field; and a valid Class C California driver's license. Bilingual skills are highly desirable.

The ideal candidate will be able to: establish and maintain positive working relationships with City staff and the general public.

WORKING CONDITIONS

Physical Conditions: Incumbents are required to lift, pull and/or push objects that are light to moderate amounts of weight.

Work Environment: Incumbents are required to work in generally quiet office environment that can be fast paced.

CLOSING DATE/APPLICATION PROCEDURE:

A City application must be filed/submitted to the Human Resources Department at 3232 Main Street, Lemon Grove, CA 91945 by **5:00 p.m., Thursday, February 28, 2019.** Postmarks are not accepted. Candidates are requested to provide thorough yet concise information on their experience and education, which relates to the position.

City applications will be evaluated and candidates meeting the minimum qualifications will be invited to participate in the oral interviews, which are tentatively scheduled for **Tuesday, March 19, 2019** in the City of Lemon Grove. A City application is available on the City's Website: www.lemongrove.ca.gov.

Note: Prospective employees will undergo and must successfully pass, a background reference check (including fingerprinting) and a medical examination, which will include a drug screen. All new employees must verify identity and entitlement to work in the United States by providing documentation required by the Immigration & Control Act of 1986. Additionally, successful applicants may be subject to random drug and alcohol testing in accordance with Federal regulations.

Candidates who require a reasonable accommodation in the selection process are required to submit their request in writing specifying their need(s) with their application materials.

If you have any questions regarding this position, please contact Roberto Hidalgo, Human Resources Manager at rhidalgo@lemongrove.ca.gov or at 619-825-3848.

2/6/19

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